



City of Kankakee

Position Title: Grant Assistant

FLSA: Exempt

Dept/CC: ECDA

Reports to: Executive Director

Original Date: 7/2021

Revised Date: 10/18/2021

Job Code:

Grade:

Position Purpose: The Grant Assistant provides operational support to the Economic and Community Development Agency (ECDA) staff. The Grant Assistant is responsible for the day to day grant administration needs of the Economic and Community Development Agency (ECDA). This position also assists the agency's clients in their day to day interactions with the ECDA staff.

Essential Functions

- Answer and direct phone calls
- Organize and schedule appointments and meetings
- Maintain contact lists and department schedule
- Produce and distribute federal and state grant correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled federal and state grant reports
- Develop and maintain a filing system following state and federal grant guidelines
- Submit and reconcile expense reports following state and federal grant guidelines
- Provide general support to clients during the grant application process
- Provide grant information by answering questions and requests from clients and staff
- Research and creates presentations regarding local, state, and federal grant programs
- Generate public reports following state and federal grant guidelines
- Handles multiple projects
- Prepares and monitors invoices following state and federal grant guidelines
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Handle sensitive information in a confidential manner
- Conduct data entry in state and federal operating systems

Disclaimer: The statements below are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of employees so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Marginal Functions (list in order of importance)

- Performs both essential and marginal job functions in a safe manner as identified by the City of Kankakee and the respective department while adhering to the City's confidentiality norms and standards. Actively and consistently demonstrates the core values of the City of Kankakee in all interactions with others.
- Assumes responsibility for knowing and maintaining established city and departmental objectives, policies/procedures including general sanitation, safety, environmental and infection control standards.
- Participates in performance activities including problem identification, data collection, solution selection, implementation and evaluation. Also assists in the care and maintenance of departmental equipment and supplies as appropriate.
- Participates in staff meetings and other inservices, meetings or committees as required.

General Job Requirements

- Associates Degree with course work relevant to the position; writing and communications
- Ability to read and interpret written information
- Accurate typing skills
- Good mathematical skills
- Computer knowledge, including Microsoft Word package
- Ability to maintain manual filing system
- Experience working with public under emotionally trying circumstances

To perform the job successfully, an individual should demonstrate the following competencies in performance of the essential functions of this position.

- Problem solving—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains confidentiality.
- Interpersonal skills—the individual establishes relationships quickly with all levels of employees within the organization, is able to maintain confidentiality, and remains open to others' ideas and ways of doing things.
- Communication—the individual speaks clearly and persuasively in positive or negative situations; able to produce written documents and communications that provide clear expression of ideas or goals; is able to actively listen to gain an understanding of a situation and respond accordingly.
- Planning/organizing—the individual prioritizes and plans work activities and uses time efficiently.
- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality; ability to edit work for spelling and grammar and presents numerical data effectively.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

Disclaimer: The statements below are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of employees so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Reporting Relationship: Executive Director

Machines, tools, equipment and work aids required: General office equipment

Executive Director: _____ Date: _____

Human Resources: _____ Date: _____

Disclaimer: The statements below are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of employees so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

JOB SPECIFICATIONS (Minimum Requirements)

A. EDUCATION Associates Degree or 2 yrs of training after HS Type: Business

B. EXPERIENCE Up to three months Type: Community Work

C. SKILLS *(Check all related experiences, attributes or skills required to perform the job.)*

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Communication skills | <input checked="" type="checkbox"/> Spelling/Grammar skills | <input type="checkbox"/> Supervisory skills |
| <input checked="" type="checkbox"/> Team Building skills | <input checked="" type="checkbox"/> Creative thinking | <input checked="" type="checkbox"/> Demonstrates initiative |
| <input checked="" type="checkbox"/> Typing skills 45WPM | <input checked="" type="checkbox"/> Organization skills | <input checked="" type="checkbox"/> Analytical skills |
| <input checked="" type="checkbox"/> Basic reading/math skills | <input checked="" type="checkbox"/> Bilingual skills Spanish | <input checked="" type="checkbox"/> Interpersonal skills |
| <input checked="" type="checkbox"/> Customer Service skills | <input checked="" type="checkbox"/> Clerical skills (specify) * | |
| | <input checked="" type="checkbox"/> Computer skills (specify) * Office | |

D. PHYSICAL REQUIREMENTS

- | | |
|--|--|
| <input checked="" type="checkbox"/> Ability to perform repetitive tasks | <input type="checkbox"/> Ability to adapt to shift work |
| <input type="checkbox"/> Ability to reach above shoulder level | <input type="checkbox"/> Ability to tolerate exposure to extreme heat |
| <input type="checkbox"/> Ability to distinguish colors | <input type="checkbox"/> Ability to tolerate exposure to extreme cold |
| <input type="checkbox"/> High degree of manual dexterity | <input type="checkbox"/> Ability to tolerate exposure to dust and/or fumes |
| <input checked="" type="checkbox"/> Moderate degree of manual dexterity | <input type="checkbox"/> High degree of physical flexibility |
| <input type="checkbox"/> Ability to work with chemicals and detergents | <input checked="" type="checkbox"/> Ability to sit for periods of time |
| <input checked="" type="checkbox"/> Ability to grip | <input checked="" type="checkbox"/> Ability to climb stairs or ladder |
| <input checked="" type="checkbox"/> Ability to bend a knee | <input checked="" type="checkbox"/> Ability to lift 25 pounds |
| <input type="checkbox"/> Ability to crawl | <input type="checkbox"/> Ability to squat |
| <input checked="" type="checkbox"/> Ability to stand for long periods of time | <input type="checkbox"/> Ability to perform CPR |
| <input checked="" type="checkbox"/> Ability to maneuver (pulling, pushing, lifting) | <input type="checkbox"/> Other (specify) * |
| <input checked="" type="checkbox"/> Ability to walk the equivalent of 2 miles per day | |

E. MENTAL AND EMOTIONAL REQUIREMENTS

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to cope with a high level of stress | <input checked="" type="checkbox"/> Ability to handle multiple priorities in a stressful situation |
| <input checked="" type="checkbox"/> Ability to make fast decisions under pressure | <input checked="" type="checkbox"/> Ability to assist with problem resolution |
| <input checked="" type="checkbox"/> Ability to cope with the anger/fear/ hostility of others in a calm manner | <input checked="" type="checkbox"/> Ability to work alone |
| <input checked="" type="checkbox"/> Ability to manage altercations | <input checked="" type="checkbox"/> Ability to demonstrate a high degree of patience |
| <input checked="" type="checkbox"/> Ability to concentrate | <input type="checkbox"/> Ability to adapt to shift work |
| <input checked="" type="checkbox"/> High degree of versatility | <input type="checkbox"/> Ability to work in areas that are close and crowded |
| <input checked="" type="checkbox"/> Ability to cope with confrontation | <input type="checkbox"/> Other (specify) * |

Disclaimer: The statements below are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of employees so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

F. ENVIRONMENTAL FACTORS/WORKING CONDITIONS: Only when visiting certain businesses

☐ Extreme Heat/Cold
☐ Odor/Fumes
☐ Dampness
☐ Dirt/Dust

☐ Noise
☐ Oil/Grease
☐ Vibrations

☐ Exposure to Toxic Chemicals
☐ Danger of physical abuse
☐ Exposure to blood borne pathogens

G. LICENSES/CERTIFICATIONS:

Select from List
Select from List
Driver's License
Auto Insurance

Type(s):
Type(s):
Unexpired,
Unexpired,

Select from List
Select from List
Required
Required

Disclaimer: The statements below are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of employees so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.